

**MONROE COUNTY COURIER SERVICE STOPS**

Damaron Building  
99198 Overseas Highway, Suite II  
Key Largo, FL 33037

NEL

Commissioner Nelson

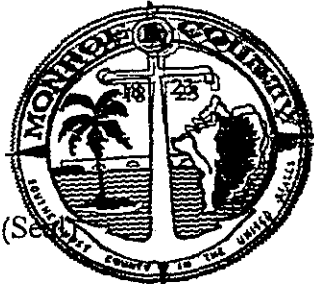
Approx. 11:00 PM

## ADDENDUM TO AGREEMENT

THIS ADDENDUM TO AGREEMENT is made and entered into this 21<sup>st</sup> day of March, 2001, between the COUNTY OF MONROE and BUCCANEER COURIER in order to amend that certain agreement between the parties dated March 15, 2000 as follows:

- 1) Additional courier stop #26 . for Commissioners office for District 5 at Damaron Building, 99198 Overseas Highway, Suite II, Key Largo, FL 33037.
- 2) In all other respects, the agreement between the parties dated March 15, 2000, remains in full force and effect.

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA



By: George R. Neugart

Attest: DANNY KOLHAGE, CLERK

By: Daniel C. De Santis  
Deputy Clerk

BUCCANEER COURIER

By: W. F. Koster

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY: Robert N. Wolfe  
ROBERT N. WOLFE  
DATE 3-2-01

## ADDENDUM TO AGREEMENT

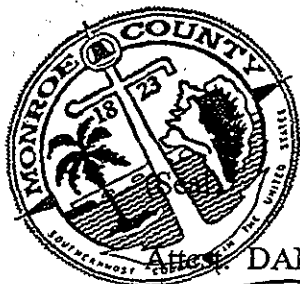
THIS ADDENDUM TO AGREEMENT is made and entered into this 21st day of February 2001, between the COUNTY OF MONROE and BUCCANEER COURIER in order to amend that certain agreement between the parties dated March 15, 2000 as follows:

- 1) In accordance with Paragraph 8 "OTHER OPTIONS" of aforementioned agreement, the County hereby exercises its option to renew said Agreement for a period of twelve (12) months effective March 15, 2001.
- 2) Payment by the County to Buccaneer Courier for the performance of said services remains as stated in Section 7, PAYMENTS, of the original contract.
- 3) In all other respects, the agreement between the parties dated March 15, 2000 remains in full force and effect.

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

By: \_\_\_\_\_

*George R. Nugent*



Attest: DANNY KOLHAGE, CLERK

By: \_\_\_\_\_

*Garnette Hancock*  
Deputy Clerk

BUCCANEER COURIER

By: \_\_\_\_\_

*W. H. [Signature]*

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY *[Signature]*  
ROBERT N. WOLFE  
DATE 2-27-01

CONTRACT  
COURIER SERVICE AGREEMENT

THIS AGREEMENT, MADE AND ENTERED INTO ON THE 15<sup>th</sup> day of March, 2000 by and between BUCCANEER COURIER, whose principal place of business is at PO BOX 430763, BIG PINE KEY, FL 33043, hereinafter referred to as "Vendor" and MONROE COUNTY BOARD OF COUNTY COMMISSIONERS, whose address is 5100 College Road, Public Service Building, Cross Wing Room #002, Stock Island, Key West, Florida 33040, hereinafter referred to as "CLIENT".

WHEREAS, VENDOR HAS AN ABILITY TO RENDER COURIER SERVICES, AND THE CLIENT is desirous of obtaining the services of VENDOR, NOW, in consideration of the mutual covenants herein contained, and other good and valuable consideration, the sufficiency of which is acknowledged by both parties, the parties agree as follows:

1. LOCATIONS TO BE SERVICED (SEE ATTACHED LIST)  
(ALL LOCATIONS ARE IDENTIFIED BY STOP #)
2. TIME OF PICK-UP AND DELIVERY (SEE ATTACHED LIST)

VENDOR will pick-up and deliver at each location for pick up and delivery to other locations.

Times specified for pick-up and delivery by VENDOR are approximate with the exception of the locations in Key West and Stock Island which must remain firm.

Delivery to Stop #1 – Deliveries made during working hours, twice daily will include opening the bags and distributing mail in department mail boxes in the Mail Room.

Pick-up and delivery is required Monday through Friday with the exception of holidays. A list of holidays will be provided to the VENDOR, and the VENDOR will be notified should changes to the list occur.

Deliveries to all locations en route from the Key Largo area west (south) to Stock Island Public Service Building and including the Monroe County Courthouse and the Harvey Government Building Key West will be made prior to 8:00 AM daily.

Daily service will be available when needed from Key Largo to Key West with delivery in the afternoon.

3. **MATERIALS TO BE TRANSPORTED**

VENDOR will be required to transport mail, cash, computer printouts, and etc. CONTAINED IN COLORED COURIER BAGS and general office supplies so long as they are boxed, sealed and weigh no more than 50 pounds per box.

Boxes being used for the transportation of copy machine paper and general office supplies may be no larger than 18" wide, 15" deep and 10" high.

All items being transported must be properly sealed and have the delivery location and the physical address of the delivery location clearly marked on the exterior of the item. Items should indicate the sender and the person to whom the item is being transported.

4. **PROVISION OF LOCK BOXES**

Lock boxes for the purpose of temporarily storing items until such time as they are picked up by VENDOR; will be installed at each location. EXCEPTIONS: STOP #3 through STOP #8 will not need a lock box as they are serviced during normal office hours.

CLIENT will be responsible for the purchase of Lock Boxes to be installed at each location serviced, and such purchase (s) will be made in accordance with Monroe County Purchasing Policies and Procedures.

VENDOR will be responsible for the installation of Lock Boxes in accordance with specification provided herein. Lock Boxes for each stop will be installed at a location designated by client.

Lock Boxes will be constructed of materials suited for extended exposure to the elements, whether they are located under cover or in an outside area.

Lock Boxes will have a keyed locking device, and a sufficient number of keys will be provided to CLIENT for disbursement to each Department and/or Agency having authorized access.

Lock Boxes will be a minimum of 24" wide, 17" deep and 48" high. Vendor will in every case be responsible for the provision of Lock Boxes suited to the average daily volume of materials being transported to each location.

Lock Boxes will be constructed in such a way that the door (s) will seal so as to provide maximum protection against leakage, and all hinges will be attached to the inside of the box.

VENDOR will install each Lock Box in such a way that it is securely fastened to the surface upon which it is placed.

5. PROVISION OF MAIL BAGS

Mail bags are to be used as the transportation media of choice, and are to be provided by CLIENT at the expense of each Department and/or Agency as specified in ITEM #1, Mail bags being used for transportation may be no larger than 18" wide, 5" deep and 30" high.

Mailbags should be made of canvas or an equally durable material and have a locking mechanism.

6. PROVISION OF INSURANCE BY VENDOR - INDEMNITY/HOLD HARMLESS

VENDOR shall procure and maintain during the term of this agreement the following insurance's with limits: Per documents INSCKLST-1, INSCKLST-2, INSCKLST-3, INSCKLST-4, WC1, GL1, VL2, MVC, ED1, Indemnification/Hold Harmless attached.

The insurance required shall be primary and any insurance carried by CLIENT shall be excess and noncontributory.

All policies shall be issued by companies authorized to do business in Florida.

A Original Certificate of Insurance for each policy shall be furnished to CLIENT'S Office of Risk Management, and shall state that coverage shall not be canceled, voided, suspended or reduced without 30 days prior written notice to CLIENT.

7. PAYMENTS

VENDOR will be paid \$167.10 per month for each location serviced as per ITEM #1. Locations To Be Serviced and/or any modifications to said ITEM as per the specific terms and conditions of this agreement.

8. OTHER PROVISIONS

The term of this agreement shall be for a period of one (1) year with the option to renew for 3 consecutive years.

Either party may cancel this agreement upon providing no less than sixty (60) days written notice to the other party prior to the effective date of termination, except that VENDOR may not terminate the agreement for the first 180 days of same. The County may terminate this agreement with seven- (7) days written notice to the contractor in the event that the contractor breaches or fails to perform any of its duties and obligations under this agreement. The County's waiver of any breach or default will not operate to estop or otherwise prevent the County from exercising its right to terminate if there is a subsequent acts of breach or default by the Contractor.

Any and all delivery items shall be picked up or delivered at the locations specified in ITEM #1. Locations To Be Serviced, or by reasonable changes in location shall be noticed to the VENDOR by the Director of OMB/Purchasing.

VENDOR shall keep and maintain any and all property placed in its possession so that it shall not be, damaged or lost, and assumes liability for damage or loss from all causes except war, confiscation, order of any government of public authority, discoloration or deterioration from natural or inherent causes, or from like reasons.

The property transported by VENDOR, is and will remain, and at all times shall be deemed to be the sole and exclusive property of client and vendor has no right of property therein. The property shall not be transported or delivered to another person, cooperation, or other entity without prior written consent of instruction of CLIENT.

Requests for unscheduled pick-up and delivery at locations specified in ITEM #1. Locations To Be Serviced, will be the sole responsibility of the requester and are not a provision of this agreement.

Request for pick-up and delivery by departments and/or agencies other than those specified in ITEM #1. Locations To Be Serviced, will be the sole responsibility of the requester and are not to be construed as part of this agreement.

Requests for pick-up and delivery of items not included in ITEM #3. Materials To Be Transported, or which do not meet specifications provided therein, shall not be transported under the terms and conditions of this agreement.

9. **ENTIRE AGREEMENT**

CLIENT and VENDOR understand and agree that this Agreement supersedes and cancels any and all prior and existing agreements, understandings, representations or statements, oral or in writing between the parties with respect to the subject matter of this Agreement.

10. **PARTIAL INVALIDITY**

If any terms or provisions of this Agreement shall be found to be illegal or unenforceable, then notwithstanding such illegality or ineffectability, this Agreement shall remain in full force and effect and such term or provision shall be deemed to be deleted.

11. CHOICE OF LAW

This Agreement, its performance and all disputes arising hereunder, shall be governed by the laws of the State of Florida and both parties agree that proper venue for any action shall be Monroe County.

12. ATTORNEY'S FEES

The prevailing party in any action brought to enforce the provisions of this Agreement shall be entitled to an award of all costs, including reasonable market value attorney's fees.

13. SUCCESSORS AND ASSIGNS

This Agreement shall insure to the benefit of and be binding upon the respective successors, heirs and assigns, if any, of the parties, except that nothing contained in this paragraph shall be construed to permit any attempted assignment which would be void or unauthorized pursuant to any other provision of this Agreement. No assignment of this agreement shall become effective until agreed to in writing by both parties.

14. COMPLIANCE WITH LAW

In providing all services/goods pursuant to this agreement, the vendor shall abide by all statutes, ordinances, rules and regulations pertaining to, or regulating the provisions of, such services, including those now in effect and hereinafter adopted. Any violation of said statutes, ordinances, rules and regulations shall constitute a material breach of this agreement and shall entitle the Board to terminate this contract immediately upon delivery of written notice of termination to the vendor.

15. FUNDING AVAILABILITY

In the event that funds from PURCHASING DEPARTMENT contractual services are partially reduced or cannot be obtained or cannot be continued at a level sufficient to allow for the purchase of the services/goods specified herein, this agreement may then be terminated immediately at the option of the Board by written notice of termination delivered in person or by mail to the vendor.



16. ETHICS CLAUSE


Each contract/agreement entered into by the County shall contain in accordance with Section 5 (b) Monroe County Ordinance No. 010-1990 the following language; or form "MCP#4 Ethics Clause" (Person or business entity) warrants that he/it had not employed, retained or otherwise had act on his/its behalf any former County officer or employee subject to the prohibition of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 020-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee."

17. PUBLIC ENTITY CRIME STATEMENT

All invitations to bid, request for proposals and any contract document shall contain a statement which reads as follows (Section 287.133 F.S.): "A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the day and year written above.

MONROE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
(client)

By Shirley Freeman  
(signature) Mayor / Chairperson  
 ATTEST  
Danny L. Kolhage, Clerk  
[Signature] D.C.

\_\_\_\_\_  
BUCCANEER COURIER

By [Signature]  
(Signature)

NOTED FOR  
AND LEGAL SUFFICIENCY  
BY [Signature]  
ROBERT N. WILSON  
DATE 2-18-00

## MONROE COUNTY COURIER SERVICE STOPS

\*Times for pick up and delivery are approximate, STOP #1 is the only time that is exact!

### STOP #1

Public Service Building  
5100 College Road  
Wing II, Mail Room  
Stock Island  
Key West, Florida 33040

OUT TO KEY WEST  
11:00 AM and 3:00 PM

OUT TO KEYS NORTH

5:00 PM

IN TO STOCK ISLAND

from Keys North      from Key West

before 8:00 AM      1:00 PM

CAD  
HRD  
EBF  
CSD  
PWD  
CDF  
SAF  
EXS  
APK  
GRT  
SHF  
RSK  
OMB  
PER  
RCY  
ENG  
NDF  
SSD  
SWD  
BLD  
PUR  
PJM  
CMD  
FKOC

County Administrator  
Human Resources  
Employee Benefits  
Community Service Division  
Public Works Division  
Code Enforcement  
Safety Department  
Extension Services  
Airport Finance  
Grants Office  
Sheriff's Office  
Risk Management  
Office of Manag. & Budget  
Personnel  
Recycling Department  
Engineering Department  
New Detention Facility  
Social Services Dept.  
Solid Waste Division  
Building Department  
Purchasing Office  
Project Manager  
Construction Management  
Fla. Keys Outreach Coalition

### STOP #2

Monroe County Health Dept.  
5100 College Road  
Public Service Bldg., Wing I  
Stock Island  
Key West, Florida 33040

DOH

Department Of Health

Approx. 8:00 A.M. and 5:00 P.M.

## STOP #3

1201 White Street, Suite 102  
Key West, Florida 33040

TDC

Tourist Development Council

Approx. 11:05 AM and 3:05 PM

## STOP #4

3583 S. Roosevelt Blvd.  
Key West, Florida 33040

FMS  
PFM  
RDS

Fleet Management Service  
Public Facility Maintenance  
Key West Road Department

Approx. 11:08 AM and 3:08 PM

## STOP #5

3491 S. Roosevelt Blvd.  
Key West, Florida 33040

APK

Airport Director's Office

Approx. 11:13 AM and 3:13 PM

## STOP #5-B

The Harvey Govt. Center  
located in the Historic Truman Building  
1200 Truman Avenue  
Key West, Florida 33040

IFS  
VAD  
TAX  
LAT

Information Systems  
Veteran Affairs  
Tax Collector, 1<sup>st</sup> floor  
Land Authority

Approx. 11:20 AM and 3:20 PM

## STOP #6

700 Fleming Street  
Key West, Florida 33040

LIB

Key West Library

Approx. 11:25 AM and 3:25 PM

MONROE COUNTY COURIER SERVICE STOPS

## STOP #7

310 Fleming Street  
Key West, Florida 33040

Approx. 11:30 AM and 3:30 PM

CAY  
HAR  
FRE

County Attorney (2nd floor)  
Commissioner Harvey  
Commissioner Freeman

## STOP #8

Monroe County Courthouse  
500 Whitehead Street  
Key West, Florida 33040

Approx. 11:35 noon and 3:35 PM

CTA  
CLK  
GAL  
PAO  
FIN  
PAY  
SOE  
STA

Court Administrator  
County Clerk  
Guardian Ad Litem  
Property Appraiser Office  
Finance Department  
Payroll Department  
Supervisor of Elections  
State Attorney

## STOP #9

## STOP #10

Cudjoe Key  
Transfer Station  
MM #21.5  
Blimp Road  
Cudjoe Key, Florida 33042

Approx. 5:20 PM

SWD  
RCY  
HAZ

Solid Waste  
Recycling Dept.  
Hazardous Waste

## STOP #10-A

#25 Ships Way  
Big Pine Key, FL 33043

NUG

Commissioner Neugent

Approx. 6:00 PM

## STOP #10-B

Big Pine Key Library  
Big Pine Key Shopping Center  
213 Key Deer Blvd.  
Big Pine Key, FL 33043

LIB

Big Pine Key Library

Approx. 6:10 PM

## STOP #11

Monroe County Regional Service Ctr.  
2798 Overseas Highway, MM 47.5 (gulf)  
Marathon, Florida 33040

Approx. 6:30 PM

GMD  
BLD  
PLN  
MRD  
EVR  
CDF  
PFM  
PAO

Growth Management  
Building Dept.  
Planning Dept.  
Marine Resources  
Environmental Resources  
Code Enforcement  
Facility Maint. (Bldg. Super.)  
Property Appraiser Office

## STOP #12

Marathon Sheriff's Office  
3101 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

Approx. 6:45 PM

SHF  
CTH  
TAX  
CLK

Sheriff's Department  
Courthouse  
Tax Collector  
Clerk

## STOP #13

Marathon Library  
3251 Overseas Highway, MM 48 (ocean)  
Marathon, Florida 33050

LIB

Marathon Library

Approx. 7:00 PM

## STOP #14

Marathon Government Annex  
490 63rd Street (ocean)  
Marathon, Florida 33050

WIL  
FMD  
EMS  
VAD  
SSD  
PSD  
TRS  
SOE  
EMG

Commissioner Williams  
Fire Marshall  
Emergency Medical Services  
Veteran Affairs  
Social Services  
Public Safety Division  
Translator  
Supervisor of Elections  
Emergency Management

Approx. 7:10 PM

## STOP #15

Marathon Airport  
9000 Overseas Highway, MM 51.5  
Marathon, Florida 33050

APM  
HRS

Airport Manager's Office  
Health Department

Approx. 7:20 PM

## STOP #16

Marathon Public Works  
10600 Aviation Blvd.  
Marathon, Florida 33050

RDS  
EMC  
AMC  
ENG  
FMS

Road Department  
Communications - Shop  
Animal Control  
Engineering  
Fleet Management Service

Approx. 7:30 PM

## STOP# 17

Long Key  
Transfer Station  
MM 68 U.S. #1 (gulf)  
Long Key, Florida 33001

SWD  
RCY  
HAZ

Environmental Management  
Recycling Operations  
Hazardous Waste

Approx. 8:00 PM

## STOP #18

Islamorada Library  
MM 81.5 U.S. #1 (gulf)  
Islamorada, Florida 33036

LIB

Islamorada Library

Approx. 8:30 PM

## STOP #19

Plantation Key Public Works  
186 Key Heights Dr, MM 88-89 (gulf)  
Plantation Key, Florida 33070

PWD  
EMG  
HRS  
FMS  
ENG

Public Works  
Emergency Management  
Health Department  
Fleet Management Service  
Engineering

Approx. 8:45 PM

## STOP #20

Ellis Building  
88800 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070

BLD  
TAX  
PAO  
PLN

Building Dept  
Tax Collector  
Property Appraiser Office  
Planning Dept.

Approx. 9:00 PM

## STOP #21

Plantation Government Center  
88820 Overseas Hwy, MM 88-89 (gulf)  
Plantation Key, Florida 33070

Approx. 9:30 PM

SSD  
VAD  
SOE  
CDF  
REI  
CLK

Social Services  
Veteran Affairs  
Supervisor of Elections  
Code Enforcement  
Commissioner Reich  
Clerk of Court

## STOP #22

Key Largo Volunteer Ambulance Corp.  
98600 Overseas Hwy, MM 98.6 (median)  
Key Largo, Florida 33037

Approx. 9:45 PM

KLK  
UKT

Key Largo Volunteer Amb.  
Upper Keys Trauma Center

## STOP #23

Tradewinds Plaza  
101485 Overseas Hwy, MM 101.485 (ocean)  
Key Largo, Florida 33037

Approx. 10:00 PM

LIB

Key Largo Library

## STOP #24

Key Largo Transfer Station  
1180 State Road 905 (gulf)  
Key Largo, Florida 33037

Approx. 10:15 PM

SWD

Solid Waste Division



# STOP #25

Cardsound Toll Bridge  
County Road 905A  
US #A1A

CDS

Card Sound Bridge

Approx. 10:30 PM

## DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Buccaneer Courier

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Joanne Kayser

Bidder's Signature

2/14/00

Date

SWORN STATEMENT UNDER ORDINANCE NO. 10-1990  
MONROE COUNTY, FLORIDA

ETHICS CLAUSE

Buccaneer Courier warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

Joanne Kaestner  
(signature)  
Date: 2/14/00

STATE OF Florida  
COUNTY OF Monroe

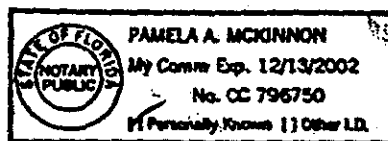
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Joanne Kaestner who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this 14<sup>th</sup> day of

February, 192000  
Paula A. McKinnon  
NOTARY PUBLIC

My commission expires:

OMB - MCP FORM #4



# NON-COLLUSION AFFIDAVIT

I, Joanne Kaestner of the city  
of Big Pine Key, FL according to law on my oath, and under  
penalty of perjury, depose and say that;

1) I am Buccaneer Courier, the bidder making the  
Proposal for the project described as follows:

Courier Services for Monroe County BOCC

2) The prices in this bid have been arrived at independently without collusion,  
consultation, communication or agreement for the purpose of restricting competition, as  
to any matter relating to such prices with any other bidder or with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this bid  
have not been knowingly disclosed by the bidder and will not knowingly be disclosed by  
the bidder prior to bid opening, directly or indirectly, to any other bidder or to any  
competitor; and

4) No attempt has been made or will be made by the bidder to induce any other  
person, partnership or corporation to submit, or not to submit, a bid for the purpose of  
restricting competition;

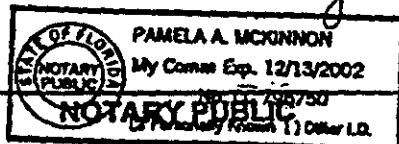
5) The statements contained in this affidavit are true and correct, and made with  
full knowledge that Monroe County relies upon the truth of the statements contained in  
this affidavit in awarding contracts for said project.

STATE OF Florida Joanne Kaestner  
(Signature of Bidder)  
COUNTY OF Monroe 2/14/00  
DATE

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Joanne Kaestner who, after first being sworn by me, (name of  
individual signing) affixed his/her signature in the space provided above on this

14<sup>th</sup> day of February, 19 2000.



Pamela McGinnon My commission expires:

EXPIRES 29240 01  
SEPT. 30,

MUST BE DISPLAYED IN CONSPICUOUS PLACE

MACHINES

ROOMS

SEATS

EMPLOYEES

NAME OF  
BUSINESS

29240 MOBILE MAIL & OFFICE SUP

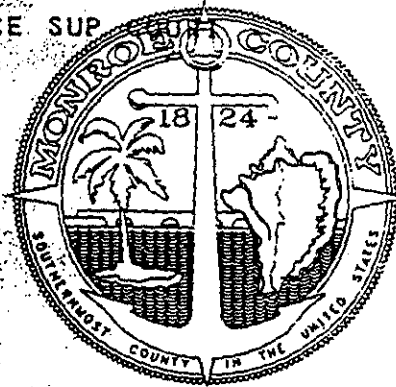
BUSINESS  
ADDRESS

MOBILE MONROE  
00 - COUNTY OF MONROE

NAME  
MAILING  
ADDRESS

BUCCANEER COURIER  
KAESTNER JOANNE  
PO BOX 430763  
BIG PINE KEY FL

33043



SUPPLEMENT  
RENEWAL  
NEW TAX  
TRANSFER  
ORIGINAL

AMOUNT  
PENALTY  
COLLECTION  
TOTAL

HARRY F. KNIGHT  
TAX COLLECTOR  
1015476.0001 of  
DATE 9/15/99  
Paid 25.00

THIS BECOMES A TAX  
RECEIPT WHEN VALIDATED

HARRY F. KNIGHT, CFC, TAX COLLECTOR  
PO BOX 1129, KEY WEST FL 33041-1129

0000000000 0000002500 0000292400065882 1001 4

THIS IS ONLY A TAX. Y  
MEET ALL COUNTY  
AND ZONING REQUIREMENTS

**MONROE COUNTY, FLORIDA  
RISK MANAGEMENT  
POLICY AND PROCEDURES  
CONTRACT ADMINISTRATION  
MANUAL**

**Indemnification and Hold Harmless  
for  
Other Contractors and Subcontractors**

The Contractor covenants and agrees to indemnify and hold harmless Monroe County Board of County Commissioners from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by Monroe County) and any other losses, damages, and expenses (including attorney's fees) which arise out of, in connection with, or by reason of services provided by the Contractor or any of its Subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act or omission of The Contractor or its Subcontractors in any tier, their employees, or agents.

In the event the completion of the project (to include the work of others) is delayed or suspended as a result of the Contractor's failure to purchase or maintain the required insurance, the Contractor shall indemnify the County from any and all increased expenses resulting from such delay.

The first ten dollars (\$10.00) of remuneration paid to the Contractor is for the indemnification provided for above.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained elsewhere within this agreement.

**TCS**

# ACORD CERTIFICATE OF LIABILITY INSURANCE

01/17/2001

<b>PRODUCER</b> Isaksen Insurance Inc 30233 Overseas Highway Big Pine Key,, FL 33043 P:305-872-0097 F:305-872-1005		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> BUCCANEER COURIER P. O. BOX 430763  BIG PINE KEY FL 33043-		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: BURNS & WILCOX/Unionamerica Ins. Co. INSURER B: INSURER C: INSURER D: INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>	APPROVED BY RISK MANAGEMENT BY <u>A. Wayne Robertson</u> DATE <u>1/17/01</u> WAIVER: N/A <input checked="" type="checkbox"/> YES			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEES \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>OTHER</b> Motor Truck Cargo	9936	01/16/2001	01/16/2002	5,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Small package courier service

<b>CERTIFICATE HOLDER</b> Monroe County BOCC 5100 College Road  Key West FL 33040-		<b>ADDITIONAL INSURED; INSURER LETTER:</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 030 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. <u>As agent for insured;</u> AUTHORIZED REPRESENTATIVE <u>Christa E. Jensen</u>
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<b>PRODUCER</b> Isaksen Insurance Inc 30233 Overseas Highway Big Pine Key,, FL 33043 P:305-872-0097 F:305-872-1005		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
		<b>INSURERS AFFORDING COVERAGE</b>	
<b>INSURED</b> BUCCANEER COURIER P. O. BOX 430763  BIG PINE KEY FL 33043-		INSURER A: BURNS & WILCOX/Legion Indemnity INSURER B: Hull & Company/Empire Fire & Marine Ins. INSURER C: Western Surety INSURER D: INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GL30296464	01/16/2001	01/16/2002	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	CL220335	10/06/2000	10/06/2001	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 50,000
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO	APPROVED BY RISK MANAGEMENT BY <u>A. Wayne Roberts</u> DATE <u>1/17/01</u>			AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	WAIVER: N/A <input checked="" type="checkbox"/> YES			EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	<b>OTHER</b> Dishonesty Bond	68684436	01/12/2001	01/12/2002	10,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Small package courier service

<b>CERTIFICATE HOLDER</b> Monroe County BOCC 5100 College Road  Key West FL 33040-		<b>ADDITIONAL INSURED; INSURER LETTER:</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>030</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. <u>As agent for insured:</u> AUTHORIZED REPRESENTATIVE <u>Christa E. Jennings</u>
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